

SPORTS FACILITIES AND ATHLETIC FIELDS MAINTENANCE SUPERVISOR

GRADE: 15

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Sports Facilities and Athletic Fields Maintenance Supervisor performs intermediate professional work assisting the Parks Services Manager, and supervising crews of full-time and part-time parks maintenance employees, contractors and volunteers to provide routine and emergency maintenance services involving a high level of responsibility, complexity and variety at leased and City-owned sport facilities, athletic fields and parks. The Sports Facilities and Athletic Fields Maintenance Supervisor receives instruction from the Parks Services Manager and Superintendent of Parks and Facilities, with the employee able to exercise considerable independent judgment to initiate and carry out assignments. Considerable evening and weekend work is required. Heavy pressure to meet deadlines. Exposed to weather, dirt and chemicals.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes, supervises, and participates, as necessary, with the maintenance of indoor and outdoor sport facilities, athletic fields and sports courts, including turf management, storm water and drainage, concrete and masonry work, irrigation systems, fencing and gates, retaining walls, goal posts,

blacktop, benches, stadium seating, field lining and dragging, edging and grading.

- Assists in planning, coordination and implementation of major park, sport facility and athletic field improvement projects. Assists with planning, coordination and implementation of special sport programs and events, including baseball, softball, soccer, volleyball, basketball, track tournaments and special events.
- Supervises crews. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Participates in the selection of and trains staff. Recommends and processes staff disciplinary action. Responsible for tools and equipment. Keeps records of supplies and materials used. Writes reports, such as accidents, injuries and equipment damage.
- Coordinates physical setup of all football, soccer, baseball and softball fields, and volleyball and basketball courts. Determines source of problems, and obtains and allocates materials for the resolution of problems.
- Inspect all areas of responsibility to see what work needs to be done.
- Receives work orders from the Parks Services Manager and Superintendent of Parks and Facilities. Meets with the Parks Services Manager and Superintendent of Parks and Facilities. Meets with supervisors, managers, architects and/or engineers to discuss each project and review blueprints. Inspects work site to see if plans are practical. Recommends changes to original plans if needed.
- Estimates staff, equipment, materials and supplies needed for projects and programs.
- Organizes and performs emergency services, such as snow removal and storm damage repairs.
- Meets with sports organizations and citizens to discuss schedules and/or complaints pertaining to sport facilities and athletic fields maintenance.
- Acts as Park Services Manager in absence of the manager.
- Performs related work as assigned.
- Participates in Recreation and Parks special events as required.

Accountabilities:

- Responsible for planning and maintaining high quality standards of athletic field preparation, setup and care.
- Responsible for the action taken on numerous maintenance work orders.
- Responsible for development and implementation of safety and risk management maintenance practices that will maximize participant safety and minimize potential City liability.
- Responsible for ensuring that work of subordinates is performed in a safe, efficient and quality manner.
- Responsible for organizing, scheduling and supervising various contract maintenance service, maintenance crews and equipment for efficient work efforts.

- Responsible for inspecting and correcting any inadequacies of subordinates' work or procedures and explaining proper techniques, procedures or policy.
- Responsible for motivating subordinates to accomplish their tasks while maintaining high morale under severe time constraints.
- Responsible for providing citizen contact to explain programs or policies in area of services.
- Responsible for prioritizing daily workload and ensuring that division goals and programs are completed as scheduled.
- Responsible for personnel training and evaluation, record keeping, activity reports, staff time submittal and budget management, as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation and parks management, turf maintenance or related field, and four years of progressively responsible experience in grounds management, building or park maintenance management, which includes two years of leadership experience in park operations or a related field, or an equivalent combination of education and experience. Must have a valid Class C or applicable Maryland Driver's License or the ability to acquire one. Obtaining a Maryland State pesticide certification within six months of hire is required.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the occupational hazards and safety precautions necessary for the proper operation of equipment and conduct for safe work around mechanical, electrical, hydraulic and heavy equipment.
- Considerable knowledge of the materials, methods, techniques, tools and equipment used in varied parks maintenance and repair activities.
- Considerable knowledge of turf maintenance, inspect and disease control, turf establishment and nutrient management.
- Considerable knowledge of the principles involved in the operations of irrigation systems and water pumps, field drainage systems, recreation and parks maintenance procedures, and building maintenance procedures.
- Ability to plan, organize and effectively supervise the work of a group of skilled, unskilled and volunteer workers in a manner conducive to full performance and high morale.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to work independently and to maintain a schedule of preventive maintenance.
- Ability to establish and maintain effective working relationships with supervisors, employees, sport organizations and the general public.
- Ability to read and work from construction plans, sketches, drawings and work orders.

- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Skilled in the operation of all common heavy equipment, such as backhoe, front end loader and box grader.
- Ability to prepare outdoor athletic fields under complex weather conditions.